



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

April 14, 2008

Ronald Redfern  
Publisher  
The Press-Enterprise Company  
3512 Fourteenth Street  
Riverside CA 92501

Dear Mr. Redfern:

RE: **FINAL MONITORING VISIT REPORT** for The Press-Enterprise Company – ET06-0179

<b>Date of the Visit:</b>	1/4/08
<b>Beginning/Ending Time:</b>	10:00 a.m. – 10:40 a.m.
<b>Date of Last Visit:</b>	8/31/07
<b>Visit Location:</b>	Conference Call – (In office)
<b>Persons in attendance:</b>	Paul Ziembowicz, Human Resources Manager, The Press-Enterprise Company; Joe Davey, Contract Analyst, ETP
<b>Action Required:</b>	No

## **CONTRACT INFORMATION:**

<b>Term of Agreement:</b>	12/31/05 – 12/30/07	<b>Agreement Amount:</b>	\$228,735
<b>Training Start Date:</b>	3/28/06	<b>No. to Retain:</b>	345
<b>Date Training must be Completed:</b>	9/30/07	<b>Range of Hours:</b>	24 – 106
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	51

There were no action-items that resulted from this visit.

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ETP (04/15/05)

## **FINAL REPORT SUMMARY:**

### **• HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on 2/23/06 and training began on 3/28/06. Your staff reported that all training was completed on 9/30/07, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – 12/30/07.

ETP approved one Agreement Modification on 2/27/06, which added curriculum topics under Business Skills. There was no change in the total agreement amount.

### **• INTERVIEW WITH PAUL ZIEMBOWICZ, HUMAN RESOURCES MANAGER**

Mr. Ziembowicz reported that the major barrier to completing a successful ETP training project was the turnover in the Human Resources department. The original Human Resources Manager, Lois Hoyt, who was responsible for project administration, left the company in early summer of 2007. In addition, three different H.R. staff administrators either left the company or transferred to other departments during the 2 year contract period. He reported that he began employment with the Press-Enterprise in August, so he was not in a position to fully grasp what was happening with the training project when training was completed at the end of September.

He also reported that there were difficulties in scheduling off-site training for second and third shift employees because this conflicted with their work schedules. He reported that the move to the new office building did not affect training adversely, and that initially, he and his new staff had difficulty understanding ETP's requirements. However, he reported that ETP staff was very helpful in helping him understand administrative requirements in the limited time he served as administrator. Mr. Ziembowicz reported that the Press-Enterprise did benefit from training, despite low performance and administrative difficulties. More training was conducted than would have been scheduled, even though it was not reimbursable. Overall, the training that was conducted has helped the company. He said training will continue with the company, although he was uncertain to what extent training will take in the future.

At the time of the final monitoring visit, ETP records show that The Press-Enterprise is eligible to receive \$25,889.89 for 55 trainees who have completed the minimum 24 hours for full reimbursement, provided that all terms and conditions of the Agreement are met. However, Mr. Ziembowicz reported that some of the 55 eligible trainees will not be submitted for final reimbursement because they either left the company or the number of training hours reported in the online system was inconsistent with class/lab rosters. The Press-Enterprise records show that 32 trainees have completed the 90 day retention period (9.3% of planned retentions). The Press-Enterprise projects earnings to be approximately \$17,000 (7.4% of the encumbered total \$228,735). Records at the time of the visit show that The Press-Enterprise has received \$16,945.50 in progress payments, none of which has been approved as earned. Mr. Davey reminded Mr. Ziembowicz that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement. Mr. Ziembowicz stated that the closeout invoice will be submitted by 1/31/08.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	795	<b>Completed Training:</b>	55
<b>Trainees Enrolled:</b>	795	<b>Completed Retention:</b>	0
<b>Dropped Following Enrollment:</b>	740	<b>In Retention Period:</b>	55
<b>No. Completed Minimum Reimbursable Hours :</b>	55		

**ATTENDANCE ROSTERS:**

During the final monitoring visit, Mr. Ziembowicz reported that he had conducted a thorough audit of all class/lab rosters and "scrubbed" class/lab tracking data on the online class/lab tracking system. Given that project performance was lower than expected and that rosters were reviewed extensively during the last monitoring visit, Mr. Davey did not conduct a review of class/lab rosters during this final monitoring visit.

**AUDIT:**

The Press-Enterprise will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone (a desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documentation that typically will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

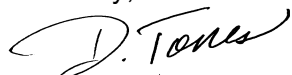
- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Joe Davey at (619) 686-1919 or at JDavey@etp.ca.gov, within ten (10) working days from the receipt date of this letter.

Sincerely,



Diana Torres, Manager  
San Diego Field Office



Joe Davey, Contract Analyst  
San Diego Field Office

cc: Paul Ziembowicz, Human Resources Manager, The Press-Enterprise Company

Kulbir Mayall, Fiscal Manager, ETP  
Master File  
Project File

Date report mailed to Contractor April 15, 2008